



## MEMORANDUM

No. 65 s. 2024

**TO : ENGR. REX REBUYAS and ENGR. RANIE UBAY**  
**FROM : Campus Director**  
**DATE : 15 April 2024**  
**SUBJECT : Monthly Filing of DTR Form**



As you may already know, VP for Academic Affairs **Dr. Lydia M. Morante** had issued you a note saying that she would not approve your request for compensation if you lump them together in one semester. For this reason, you are hereby required to file your DTR form on a monthly basis. Failure to do so means you may not be compensated for the services you have rendered to the university. Please note that President De Paz had already issued a Memo for this purpose, that is, faculty must file DTR forms monthly.

For your strict compliance.

In the service of God, country, and EVSU,

**DR. JEFFRY OCAY**  
Campus Director

Copy furnished:

 4/15/24 - HRMO Designate  
 4/15/24 - Head of Engineering Department